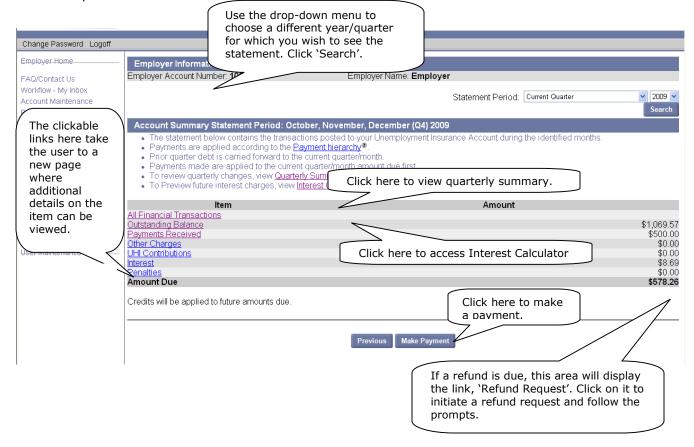
## PAYMENT ACCOUNT SUMMARY

| Introduction  | This section of the document will show how an authorized user can view the payment account summary for an employer account. The payment account summary provides the previous balance, summary of activity during the quarter specified, and total balance due, for the chosen year/quarter. The user can also make payments and initiate refund requests from this screen.  NOTE: If you wish to setup payments using ACH Credit method, please go to <a href="https://www.mass.gov/uima">www.mass.gov/uima</a> for additional information or contact the DUA. |
|---------------|---|
| Helpful Hints | Payments are applied according to the Payment hierarchy.  |

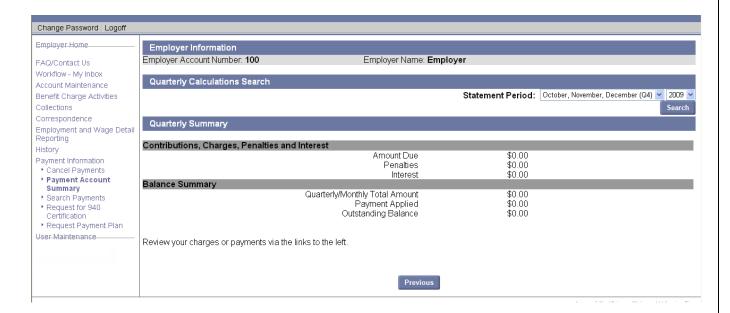
# Step-by-Step Instructions:

- 1. Navigate to the payment home page, using the instructions in the section 'Navigating to Payments'.
- 2. Click on the link 'Payment Account Summary'. The account statement will be displayed along with the payments due for the current quarter (as shown below). The current statement includes balances from all prior quarters. From here you can perform additional actions as described in the subsequent steps.

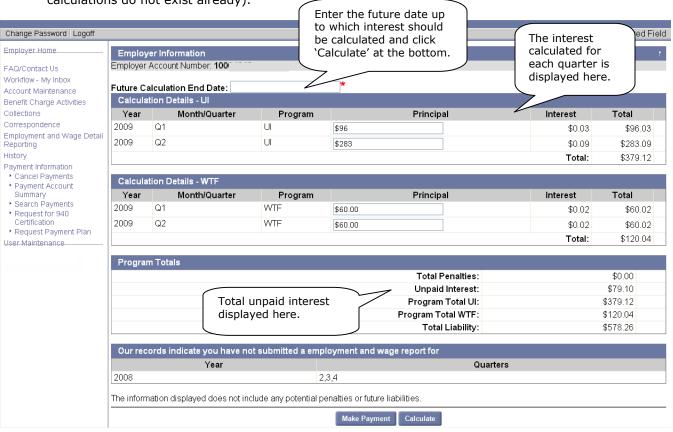


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3. **Viewing Quarterly Summary**: The quarterly summary page can be viewed using the link shown in step two. The page will appear as shown below. This provides a summary view of contributions, payments etc. due for chosen quarter only. The difference from the account summary statement is that it does not include balances due from previous quarters.



4. **Interest Calculator**: The interest calculator can be accessed as shown in step two. The page will appear as shown below. On this screen, the user will be able to calculate the interest due on all outstanding balances. (Interest cannot be calculated for a past/future quarter for which contribution calculations do not exist already).

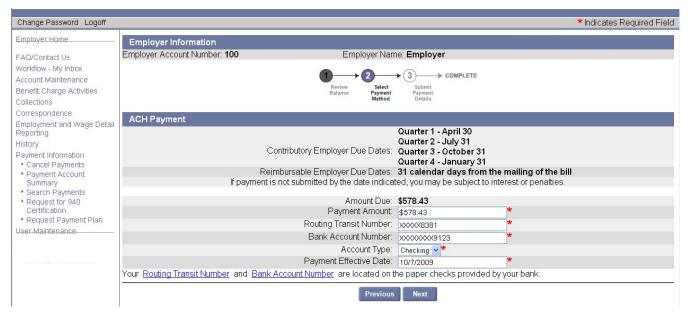


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5. **Making a payment**: The 'Make Payment' screen can be accessed as shown in step two. Upon clicking 'Make Payment', the following screen will appear. On this screen, enter a payment amount and choose the payment method.

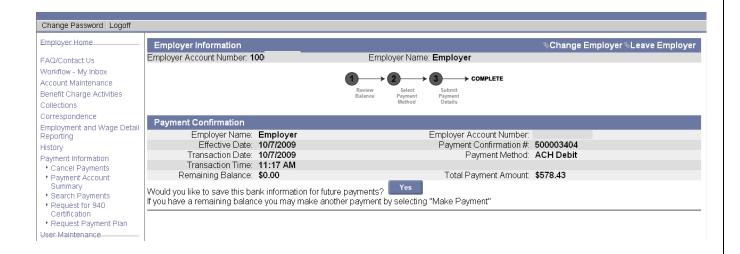


- 6. Click 'Next'. If the payment method chosen in the previous step is ACH Debit, continue to the next step, otherwise proceed to step 11 for instructions on making the payment using a paper check.
- 7. The screen shown below will appear. Enter the bank routing number, account number/type and payment effective date.

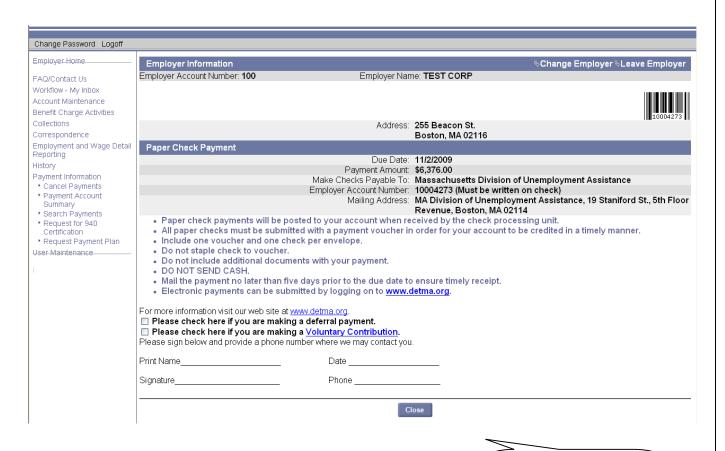


- 8. Click 'Next' to continue. You will be prompted to verify the information entered so far.
- Click 'Submit' to confirm and the screen shown below will appear along with the payment confirmation number. The payment confirmation number can be used as a reference for future queries/adjustments on the payment.

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- 10. On the above screen, you will be asked if you wish to save the bank information for future transactions. Click 'Yes' to review saved bank data, otherwise, your payment is complete.
- 11. In order to make a payment by paper check, choose the payment method as 'Paper Check' in step 5 and click 'Next'.
- 12. The following screen will appear, displaying the voucher to be sent along with the paper check. Read and follow the instructions on the screen for sending the paper check.



Read instructions here to send payment by paper check.